



Government of the People's Republic of Bangladesh

## Annual Performance Agreement (APA)

Between

The Secretary, Ministry of Education

And

The Director General, Directorate of secondary and Higher Education

2014-2015

## Table of Contents

<b>Preamble</b>
Section-1 : DSHE's Vision, Mission, Strategic Objectives and Functions
Section 2: Strategic Objectives, Activities, Performance Indicators and targets
Section 3: Trend Values of the Performance Indicators
Section 4: Description of the Performance Indicators, Implementing Department/Agencies and Measurement Methodology.
Section 5: Specific performance Requirements from other Ministries/Divisions
Section 6: Outcome of the Ministry/ Division

## **Preamble**

Annual Performance Agreement is made and entered into on .....

BETWEEN

The Director General, Directorate of secondary and Higher Education, Bangladesh, Dhaka.

AND

The Secretary, Ministry of Education, representing the Minister, Ministry of Education, Government of the People's Republic of Bangladesh

The parties hereto agree as follows :

**Section 1:  
DSHE's Vision, Mission, Strategic Objectives and Functions**

**1.1 Vision**

Quality Education for All

**1.2 Mission**

To help increasing well educated, efficient and moral human resources through the combination of quality education system, management and training.

**1.3 Functions**

1. Policy and project formulation, monitoring and evaluation with focus on improving the quality of secondary and higher education and conducting training.
2. Reforming and formulating the administrative policy related to secondary and higher education
3. Management of monthly pay order (MPO) for non-government school and college teachers.
4. Training management for government and non- government school and college teachers and as well as official staffs.
5. Monitoring, evaluation and administrative support to all the projects running under DSHE.
6. Implementation of the recommendations of the Education Policy.

**1.4 Strategic Objectives**

1. To improve access to quality in secondary education.
2. To ensure quality and equality at all levels of education.
3. To generate skilled human resources for domestic and international labor market.
4. To improve the overall quality and expansion to tertiary education focusing on general science, applied science, technical, vocational and business administration education.
5. To strengthen governance in education management.
6. To promote the spirit of liberation war, history, heritage and national culture.

**Section 2:**  
**Strategic Objectives, Activities, Performance Indicators and target**

Strategic Objectives	Weight of Strategic Objectives	Activities	Performance Indicator (PI)	Unit	Weight of PI	Target/Criteria Value				
						Excellent	Very good	Good	Fair	Poor
						100%	90%	80%	70%	60%

**Division Strategic Objectives**

1. To improve access to quality in secondary education.	35.00	1.1 Providing training to teachers and members of school management committee.	1.1.1 Trained teaches and members of S.M.C.	Number (in lac)	10.00	4.7495	4.6495	4.5495	4.4495	4.3495
		1.2 Distribute text books to all students on 1 <sup>st</sup> January and celebrate the day as text book day,	1.2.1 Books distributed	Number (in crore)	10.00	19.8997	19.8597	19.8097	19.7597	19.7097
		1.3 Establish new educational institute in unprivileged areas.	1.3.1 Established educational institute	Number	5.00	300	290	280	270	260
		1.4 Establish new educational institute in Dhaka, Barisal, Sylhet and Khulna.	1.4.1 Established educational institute	Number	5.00	17	15	13	11	9
		1.5 Transform one non-govt. school into model school in each of the 315 Upazilas without govt. schools.	1.5.1 Schools transformed.	Number	5.00	216	211	206	201	196
2. To ensure quality and equality at all levels of education.	15.00	2.1 Provide stipend and scholarships to eligible female-male students at junior secondary and secondary level and to female students at higher secondary and degree level.	2.1.1 Male and female students provided stipend	Number (in lac)	15.00	4.25	4.15	4.05	3.95	3.85
3. To improve the overall quality and expansion to tertiary education focusing on general science, applied science, technical, vocational and business administration education.	5.00	3.1 Introduce social research network for exchanging relevant information and data among research students and fellows of the country,	3.1.1 Quality of researchers & quantity of research field.	Percentage	3.00	40	35	30	25	20
		3.2 Conduct research on various issues related to education and training.	3.2.1 Conduct research	Number	2.00	63	58	53	48	43
4. To strengthen governance in education management.	20.00	4.1 Introduce school performance Based Management System (S.P.B.M.S.) and school Based Assessment (S.B.A.) in all institutions at secondary level	4.1.1 Schools covered under S.P.B.M.S. and S.B.A.	Number (in Thousand)	15.00	18.5	17.5	16.5	15.5	14.5

		4.2 conduct research and evaluation of educational programs; facilitate debate and discussion through international and national seminar/ workshop	4.2.1 conduct research and evaluation	Number	5.00	10	9	8	7	6
5. To promote the spirit of liberation war, history, heritage and national culture.	10.00	5.1 Distribute documents and literature on liberation war to educational institutions,	5.1.1 Educational institutions received documents	Number	10.00	118	113	108	103	98
<b>Mandatory Strategic Objectives</b>										
*Improve Service delivery to the Public	6.00	Implementation of Citizens Charter (CC)	Preparation and approval of CC by the Ministry/Division	Date	1.0	31/12/2014	31/01/2015	28/02/2015	31/03/2015	30/04/2015
			Publication of CC in website or others means	Date	1.0	31/12/2014	31/01/2015	28/02/2015	31/03/2015	30/04/2015
		Implementation of Grievance Redress System (GRS) System	Publishing names and contact details of GRS focal point in the website	Date	1.0	31/12/2014	31/01/2015	28/02/2015	31/03/2015	30/04/2015
			Sending GRS report (s) to the Cabinet Division from January 2015	Number of report (s)	1.0	5	4	3	2	1
		Implementing Innovations	Implemented decisions of the innovation team	%	1.0	100	80	50	30	-
			Unicode used in all official	Date	1.0	31/12/2014	31/01/2015	28/02/2015	31/03/2015	30/04/2015
*Improve Governance	4.00	Compliance with RTI Act and proactive disclosure	Percentage of Information, mentioned in the RTI Act and related regulations, disclosed in the website	%	2.0	80	70	60	50	40
		Preparation and Implementation of the National Integrity Strategy Work Plan	Preparation o NIS Work Plan for 2015 and get approved by the Ethics approved by the Ethics Committee	Date	2.0	28/02/2015	31/03/2015	30/04/2015	31/05/2015	30/06/2015
*Improve Financial Management	3.00	Improve compliance of the Terms of Reference of the Budget Management Committee (BMC)	Budget Implementation Plan (BIP)Prepared and Quarterly Budget Implementation Report (QIMR) submitted to Finance Division (FD) meeting FD requirements	Number of report	1.0	5	4	3	2	1
			Actual achievements against performance targets are monitored by the BMC on a quarterly basis	Number of BMC meetings	1.0	4	3	2	1	-
		Improve audit performance	Percentage of outstanding audit objections disposed of during the year	%	1.0	70	55	40	30	20
*Efficient Functioning of the Annual Performance Agreement (APA) System	2.00	Timely Submission of Draft APA for 2014-2015	On-time submission	Date	2.0	01/02/2015	02/02/2015	03/02/2015	04/02/2015	05/02/2015

Annual Performance Agreement (APA) for Directorate of secondary and Higher Education-(2014-2015)

**Section 3:**  
**The Values of the Performance Indicators**

Strategic Objectives	Activities	Performance Indicator (PI)	Unit	Actual value for FY 12-13	Actual value for FY 13-14	Target value for FY 14-15	Projected value for FY 15-16	Projected value for FY 16-17
<b>Division Strategic Objectives</b>								
1. To improve access to quality in secondary education.	1.1 Provide training to teachers and members of school management committee.	1.1.1 Trained teaches and members of S.M.C.	Number (in lac)	1.833	4.453	4.6495	5.0425	5.0441
	1.2 Distribute text books to all students on 1 <sup>st</sup> January and celebrate the day as text book day,	1.2.1 Books distributed	Number (in crore)	15.3911	18.2804	19.8997	21.4406	23.0544
	1.3 Establish new educational institute in unprivileged areas.	1.3.1 Established educational institute	Number	3.705	2.19	2.90	5.20	6.20
	1.4 Establish new educational institute in Dhaka, Barisal, Sylhet and Khulna.	1.4.1 Established educational institute	Number	00	07	15	17	07
	1.5 Transform one non-govt. school into model school in each of the 315 Upazilas without govt. schools.	1.5.1 Schools transformed.	Number	00	99	211	163	163
2. To ensure quality and equality at all levels of education.	2.1 Provide stipend and scholarships to eligible female-male students at junior secondary and secondary level and to female students at higher secondary and degree level.	2.1.1 Male and female students provided stipend	Number (in lac)	3.27	3.949	4.15	4.652	4.954
3. To improve the overall quality and expansion to tertiary education focusing on general science, applied science, technical, vocational and business administration education.	3.1 Introduce social research network for exchanging relevant information and data among research students and fellows of the country,	3.1.1 Quality of researchers & quantity of research field.	Percentage	25	30	35	40	50
	3.2 Conduct research on various issues related to education and training.	3.2.1 Conduct research	Number	57	61	58	67	78

4. To strengthen governance in education management.	4.1 Introduce school performance Based Management System (S.P.B.M.S.) and school Based Assessment (S.B.A.) in all institutions at secondary level	4.1.1 Schools covered under S.P.B.M.S. and S.B.A.	Number (in Thousand)	17.87	18.4	17.5	18.7	18.7
	4.2 conduct research and evaluation of educational programs; facilitate debate and discussion through international and national seminar/ workshop	4.2.1 conduct research and evaluation	Number	07	06	9	13	16
5. To promote the spirit of liberation war, history, heritage and national culture.	5.1 Distribute documents and literature on liberation war to educational institutions,	5.1.1 Educational institutions received documents	Number	113	00	113	118	120

Annual Performance Agreement (APA) for Directorate of secondary and Higher Education-(2014-2015)

Section 4:

Description of the Performance Indicators, Implementing Department/Agencies and Measurement Methodology.

Sl. No	Performance Indicators	Description	Implementing Department/Agencies	Measurement and Source of Date	General Comments
1	{111}trained teacher and members of S.M.C.	Training on respective subjects, teaching method, school management for Government & Non- Government Schools	Department of Secondary and Higher Education (D.S.H.E) & National Academy for Education Management (N.A.E.M)	Reports of Department of Secondary and Higher Education (D.S.H.E) & National Academy for Education Management (N.A.E.M)	
2	{1.2.1}Books distribute	Distributions of text book t free of cost	National Curriculum & Text Book Board (N.C.T.B)	Reports of National Curriculum & Text Book Board (N.C.T.B)	
3	{1.3.1} established educational institutions	Schools will be established at urban area	Department of Secondary and Higher Education (D.S.H.E) & Education Engineering Department (E.E.D)	Completion reports of Education Engineering Department (E.E.D) & Department of Secondary and Higher Education (D.S.H.E)	
4	[1.5.1]School transformed	One School will be transformed into Government Schools into 315 Upazillas without Government schools	Department of Secondary and Higher Education (D.S.H.E)	Reports of Department of Secondary and Higher Education (D.S.H.E)	
5	{2.1.1} male and female students provided stipend	Provide stipends and scholarships to eligible female male students at junior secondary level and to female students at higher secondary and degree level	Department of Secondary and Higher Education (D.S.H.E) & Directorate of Technical Education (D.T.E.)	Reports of Department of Secondary and Higher Education (D.S.H.E) & Directorate of Technical Education (D.T.E.)	
6	{4.1.1}Schools covered under S.P.B.M.S. and S.B.A.	S.P.B.M.S. a nd S.B.A. will be introduce for increasing quality education	Department of Secondary and Higher Education (D.S.H.E)	Reports of Department of Secondary and Higher Education (D.S.H.E)	
7	{5.1.1}educational institutions received documents	Distribution of books relating to liberation war at Secondary & higher Secondary level	Department of Secondary and Higher Education (D.S.H.E) Directorate of Technical Education (D.T.E.) & National Curriculum & Text Book Board (N.C.T.B)	Reports of Department of Secondary and Higher Education (D.S.H.E) Directorate of Technical Education (D.T.E.) & National Curriculum & Text Book Board (N.C.T.B)	

**Section 5:**

**Specific performance Requirements from other Ministries/Divisions**

Organization Type	Organization Name	Relevant Performance Indicator	What is your requirement from this organization	Justification for this requirement	Requirement from this organization	What happens if your requirement is not met

Annual Performance Agreement (APA) for Directorate of secondary and Higher Education-(2014-2015)

**Section 6:**  
**Outcome of Ministries/Divisions**

Outcome/Impact		jointly responsible for influencing the outcome/impact with the following organization (s) division (s)/ministry(ies)	Performance indicator (s)	Unit	Actual FY 12-13	Actual FY 13-14	Target FY 14-15	Projection FY 15-16	Projection FY 16-17
1	Increased enrollment at secondary level	MoPME	Rate of enrollment	%	64.05	66.21	68.37	70.63	72.69
2	Decreased drop out at secondary level		Rate of drop out	%	44.65	50.80	37.55	34.00	30.45
3	Increased enrollment at higher secondary level		Rate of enrollment	%	50.44	52.60	54.76	56.92	59.08
4	Decreased drop out at higher secondary level		Rate of drop out	%	21.80	19.94	18.08	16.22	14.38
5	Achieved male-female students at higher secondary parity	MoF	Rate of male-female	%	47.53	48.52	50.50	50.50	50.50
6	Increased enrollment of professional degree		Rate of enrollment	%	1.57	1.85	2.14	2.43	2.71
7	Achieved population (20+) with degree/Postgraduate level (every year)		Rate of degree/Postgraduate	Per thous and	2.27	2.97	3.66	4.36	5.50
8	Increased enrollment of female students at tertiary education		Rate of enrollment	%	8.21	10.81	13.49	16.17	18.84

Annual Performance Agreement (APA) for Ministry of Education-(2014-2015)

Whereas,

I, the Director General, Directorate of Secondary and Higher Education, Bangladesh, Dhaka commit to the Secretary, Ministry of Education to deliver the results described in the agreement.

I, the Secretary, Ministry of Education, on behalf of the Minister, Ministry of Education, Government of the People's Republic of Bangladesh, commit to the Director General, Directorate of Secondary and Higher Education, Bangladesh, Dhaka to provide necessary support for delivery of the results described in this agreement.

Signed

.....  
Director General  
Directorate of Secondary and Higher Education,

.....  
Date

.....  
Secretary, Ministry of Education

.....  
Date